

ARKANSAS FIRE AND POLICE PENSION REVIEW BOARD

PRB BOARD RULE #9

Adopted: July 14, 1993
Amended: March 10, 2004

An Administrative Services Committee is hereby created to deal with the annual establishment of staff pays, to review appeals of grievances which may be submitted by staff members against their supervisors, and to review complaints against the Executive Director of the Agency.

The Administrative Services Committee shall be composed of three members of the LOPFI Board of Trustees, and two members of the Arkansas Fire and Police Pension Review Board, to be appointed by the Chairman of the LOPFI Board.

A) The procedure of establishing annual staff pays shall be as follows:

Procedure for Establishing Staff Pays

Staff pays other than Executive Director

- a) Executive Director establishes the general format for staff pays, after consulting with current State pay plan.
- b) Executive Director applies the general format to each employee, to obtain the recommended merit/longevity pay adjustment (exclusive of any cost of living adjustment) for each employee.
- c) Executive Director recommends at her discretion, a cost-of-living % to apply to all staff pays, and the resulting monies are also included in the Executive Director's first administrative budget submitted to the Administrative Services Committee.
- d) Administrative Services Committee considers (b) and (c), including consulting with Executive Director. Eventually, the Committee adopts some % of (b) and some % of (c) (which %'s may be 100%), and reports their position to Executive Director. Executive Director includes the resulting dollar amounts in the budget submitted to the Pension Review Board.

Executive Director

- a) Administrative Services Committee reviews ~~in executive session~~ the Executive Director's performance, and then arrives at a pay amount for the coming year. If it wishes, the Committee may discuss these matters with the Executive Director ~~in executive session~~.
- b) The Committee presents its findings to the Executive Director. This shall be done at least one month before the Pension Review Board's December budget meeting.

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- c) Executive Director includes the Committee's recommendations in the budget submitted to the Pension Review Board.
- d) Pension Review Board acts at its December budget meeting.

B) The procedure to be used by staff to file complaints against their supervisors shall be as follows:

The grievant shall inform the immediate supervisor of the person with whom she/he has a grievance. The immediate supervisor shall meet with the parties and mediate the grievance. If no satisfactory solution can be reached, then the immediate supervisor and the complaining parties will meet with the Executive Director. If the Director is also unsuccessful in reaching a solution satisfactory to all parties, the matter shall be referred to the Administrative Services Committee.

C) Complaints regarding the Executive Director

If any person has a complaint against the Executive Director with respect to the Director's discharge of his/her business responsibilities, such complaint must be expressed in writing. Copies of complaints received concerning the Executive Director shall immediately be forwarded to the Chairman of the ~~PRB Board of proper jurisdiction~~ for review by the ~~PRB Administrative Services Committee~~, with recommendations, if any, results to be referred to the LOPFI Board of proper jurisdiction.

Certified By: _____
Executive Director